



**NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
JOINT FORCE HEADQUARTERS  
3650 SAYLORS POND ROAD  
FORT DIX, NEW JERSEY 08640-5606**

**ARMY BULLETIN NO. 44**

**9 December 2004**

**COMMAND SERGEANTS MAJOR PROMOTION RECOMMENDATION BOARD**

1. The Command Sergeant Major Program was established for Master Sergeants (MSG) First Sergeants (1SG) and Sergeants Major (SGM) to have the opportunity to advance to a Command Sergeants Major position. The first step is to prepare and submit a promotional application packet. This packet will consist of the documents below.

a. A request for consideration in memorandum format (maximum two pages) to the board. This memorandum should state why you are interested in becoming a Command Sergeant Major, your understanding of a Command Sergeant Major's responsibilities and your goals if selected for a Command Sergeant Major position and the time commitment this course will entail.

b. Include endorsements from your immediate Command Sergeant Major, your commander and any other commander within your enlisted and officer command channels.

c. A biographical sketch formatted in accordance with NGR 600-200 Chapter 9 figure 9-3.

d. Official military photograph in class A uniform with all decorations. Your photograph must be current within the past twenty-four months of your packets submission.

e. Request from your unit a copy of your DA Form 705 reflecting Army Physical Fitness Test results for the past three years.

f. Request NGB Form 4100-R-E, Personal Qualification Record (PQR), DA Form 2-1, your current NCOER and the two previous NCOER's from J1 Army-PSB through your unit.

g. Nominees will be under the age of 51 but will not exceed age 56 with a waiver from command channels attesting that soldier is clearly the best candidate.

2. The packet should then be assembled in the same order as the documents are listed in a thru g above. When assembled, the completed packet will be forwarded to JFHQ-NJ ATTN: TAG-CSM, the packet should **arrive no later than (NLT) 15 January 2005**.

3. The CSM Promotion Recommendation Board will evaluate you based on your submitted packet. Each board member will score the following areas.

**MILITARY APPEARANCE**, Fitness for duty considering the standards of Army Regulation 600-9 and overall military appearance.

**LEADERSHIP**, Service in all primary leadership positions of greater responsibility.

**POTENTIAL**, Ability to perform in higher grade and serve in positions of greater responsibility.

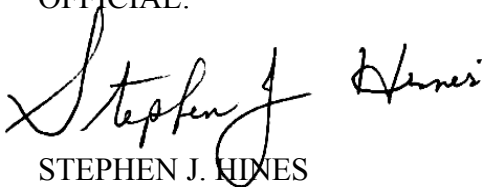
**ASSIGNMENT HISTORY AND PROFESSIONAL DEVELOPMENT**, Specific jobs held that enhances potential future service.

**TECHNICAL TACTICAL PROFICIENCY**, Performance in various assignments throughout your period of military service.

**PROFESSIONAL ATTRIBUTES AND ETHICS**, Level of commitment to ethical and moral standards of service to the nation.

4. When the board is completed you will be notified of the boards' findings by your unit CSM.

OFFICIAL:

A handwritten signature in black ink, appearing to read "Stephen J. Hines".

STEPHEN J. HINES  
COL, GS, NJARNG  
Chief of Staff

GLENN K. RIETH  
Major General, NJARNG  
The Adjutant General

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